2 RECEIVING AND HANDLING PHYSICAL EVIDENCE

2.1 INTRODUCTION

2.1.1 The training on receiving and handling physical evidence is divided into three Phases.

2.1.1.1 During Phase I, the Forensic Laboratory Specialist II (FLS II) will be trained to receive, transfer and return evidence to/from security and other sections within the Department, preserve and store a variety of evidential materials, and document the tasks that are performed. Upon satisfactory completion of Phase I training, the FLS can perform the tasks independently.

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2.1.1.2 After the FLS III has had time to gain confidence and experience in the Phase I tasks, he/she will be trained in the Phase II tasks of collecting DNA from evidence samples.

2.1.1.3 After the FLS III has had time to gain confidence and experience in the Phase II tasks, he/she will be trained in the Phase III tasks of preparing/cutting the evidentiary samples for DNA extraction. .

2.2 PHASE I GOALS

2.2.1 To obtain a working knowledge of factors influencing the deterioration of biological evidence as these relate to proper vs. improper packaging, handling, and storage.

2.2.2 To develop a thorough understanding of evidence handling procedures, including preservation of chain of custody, use of the laboratory information management system (F.A.C.E.), and intra- and inter- laboratory transfer of evidence.

2.2.3 To develop knowledge of court procedures involving the identification and introduction of evidence and general testimony regarding evidence preservation and handling.

2.2.4 To develop a thorough understanding of the necessity for:

2.2.4.1 Detailed, comprehensive notes, including:

2.2.4.1.1 Abbreviations and common symbols.

2.2.4.1.2 Condition and description of evidence.

2.2.4.1.3 Number of items/packages/containers.

2.2.4.1.4 Procedures conducted.

2.2.4.1.5 Use of drawings and/or photographs for documentation purposes.

2.2.4.2 Adequate labeling of evidentiary materials.

2.2.4.3 Sealing of evidence with both permanent and temporary seals.

2.2.4.4 Taking precautions against loss and contamination of evidence.

2.2.4.5 Performing steps in compliance with the Department of Forensic Science Quality Manual.

2.2.5 To develop good oral and written communication skills, including understanding the importance of effective communication with forensic examiners, law enforcement and medical personnel, and proper documentation thereof.

2.2.6 To learn to handle evidence in a safe manner as prescribed in the Department of Forensic Science Safety Manual.

2.3 PHASE I EVIDENCE HANDLING TASKS

2.3.1 Read and become familiar with:

2.3.1.1 Department policy on evidence handling (Department of Forensic Science Quality Manual, Section 20).

2.3.1.2 Department of Forensic Science Training Academy Evidence Handling Guide.

2.3.1.3 Regional Laboratory Operating Procedures (if applicable).

2.3.1.4 Department of Forensic Science Safety Manual.

2.3.1.5 Department of Forensic Science Forensic Biology Section Procedure Manual, Section I.

2.3.2 Observe examiners receiving, transferring and returning evidence to/from security and other sections within the Department.

2.3.3 Observe examiners opening, preserving a variety of different evidential materials, and repackaging and storing case materials.

2.3.4 Properly receive, transfer and return evidence to/from security and other sections within the Department. Initially this will be done UNDER THE DIRECT SUPERVISION OF THE TRAINING COORDINATOR OR ANOTHER QUALIFIED EXAMINER. When a determination is made by the training coordinator that the FLS can properly receive, transfer, and return SEALED evidence, these tasks may be done by the FLS without direct supervision.

2.3.4.1 Learn to verify the listing of evidence on the RFLE against the actual items received. Learn to rectify discrepancies with proper documentation and to notify the appropriate people.

2.3.4.2 Learn to identify evidence which needs to be immediately transferred to other sections versus evidence which needs to be retained in the section for analysis prior to transferring to another section. Transfer evidence to other sections, as appropriate, paying attention to the sequence of section transfer. Learn to perform primary examiner duties, as appropriate.

2.3.4.2.1 It may be necessary for an examiner or Phase II certified FLS to collect DNA from certain items of evidence by swabbing the item(s) and preserving the swab(s) for possible future DNA analysis prior to transferring the evidence to another section. The FLS trainee must learn to recognize when this is necessary and seek the qualified individual to carry out this task. This task can be first observed and then conducted by the Phase I trainee under the **DIRECT SUPERVISION** of the training coordinator or designee and to his/her satisfaction. This should be documented on the checklist and may be accepted by the Phase II training coordinator as partial completion of this Phase II task.

2.3.4.3 Learn to prepare evidence for return to the submitting agency by collecting the evidence, checking the items against the RFLE, and ensuring that all items are sealed and appropriately labeled.

NOTE: The following tasks will be conducted repeatedly with the training coordinator or designee.

2.3.5 Preserve and store a variety of different evidential materials UNDER THE DIRECT SUPERVISION OF THE TRAINING COORDINATOR OR ANOTHER QUALIFIED EXAMINER. Direct supervision is required throughout this aspect of the training.

2.3.5.1 Take notes as to the form and condition of the packaging and, when appropriate, determine if the evidence is dry. If necessary, the evidence will be air-dried and repackaging will occur the next day or when the evidence is dry. Appropriately store the evidence until it is air-dried, then seal all evidence and store it for future examination.

2.3.5.2 Learn to handle routine and non-routine items in accordance with Forensic Biology section protocols and by conferring with the examiner assigned to the particular case or if no examiner has been assigned to the case, with the training coordinator or designee. These items may include, but are not limited to: condoms, deer meat, liquid samples suspected of containing seminal fluid, urine, and/or blood, clothing collected by the medical examiner, burned evidence, and fetal tissue.

2.3.6 Open appropriate evidence, describe and take notes on what preservation tasks are being performed on case materials UNDER THE DIRECT SUPERVISION OF THE TRAINING COORDINATOR OR ANOTHER QUALIFIED EXAMINER. Direct supervision is required throughout this aspect of the training.

2.3.7 In summary, learn and completely understand laboratory capabilities and sequence of examinations, evidence submission and packaging, RFLE reconciling, proper evidence handling techniques, and proper documentation, including note-taking.

2.4 PHASE I F.A.C.E. TASKS

NOTE: The following tasks will be performed by the FLS using the training module in F.A.C.E. and working under the supervision of the training coordinator.

2.4.1 Learn to accept evidence into the Forensic Biology Section administrative storage area under the supervising examiner's sign-on in F.A.C.E.

2.4.2 Learn how to transfer evidence in F.A.C.E. to other sections or other laboratories, including the creation of item descriptions and cases (if necessary).

2.4.3 Learn how to use F.A.C.E. to conduct a search of a particular case to determine the forensic laboratory number and examiner assigned to the case.

2.4.4 Learn and completely understand F.A.C.E. terminology and capabilities, as well as how to create item descriptions and perform searches.

2.5 PHASE I COMMUNICATION AND DOCUMENTATION TASKS

2.5.1 Learn to communicate effectively with forensic examiners, law enforcement and medical personnel.

2.5.2 Learn to properly document communications

2.6 PHASE I TRAINING EVALUATION

2.6.1 Evaluation of documentation skills by the training coordinator.

2.6.2 Evaluation of F.A.C.E. skills by the training coordinator.

2.6.3 The FLS II should open, preserve, and repackage a sufficient number of cases to develop and exhibit an unquestionably sound technique for handling physical evidence. This will be monitored by continual observation by the training coordinator or designee.

2.6.4 Completion of the checklist by the training coordinator. The original checklist signed and dated by the training coordinator will be forwarded by the supervisor to the Laboratory Director or their designee in accordance with the Department Quality Manual.

2.6.5 Evaluation of knowledge through question and answer sessions

PHASE I CHECKLIST FOR RECEIVING AND HANDLING PHYSICAL EVIDENCE

Name of Trainee: _____

1. **Trainee can accurately and proficiently verify RFLE evidence information against the actual items received and rectify discrepancies with proper documentation and notification of the appropriate people.**

   Date:_____ Training Coordinator:_____

   Comments:_____

2. **Trainee has an unquestionably sound knowledge of and technique for opening, preserving, and repackaging all types of evidence, including note taking, accurate labeling of items, documenting container descriptions, describing, making and upgrading proper seals, and recording the condition of the evidence.**

   Date:_____ Training Coordinator:_____

   Comments:_____

3. **Trainee has an unquestionably sound knowledge of when evidence needs to be air dried and is proficient in the proper preservation, packaging, repackaging, and storage of evidence. This includes taking precautions to prevent loss or contamination of the evidence, as well as completely understanding the possible factors influencing the deterioration of biological evidence.**

   Date:_____ Training Coordinator:_____

   Comments:_____

4. **Trainee has an unquestionably sound knowledge of when evidence needs to be transferred to another section and is proficient in transferring the evidence, including the preparation of associated paperwork.**

   Date:_____ Training Coordinator:_____

   Comments:_____

5. **Trainee recognizes when it is necessary to swab items of evidence for preservation of DNA prior to transferring the evidence to another section and has observed this being performed by a qualified individual.**
   If this task is performed by the trainee under the direct supervision of the training coordinator or designee, this should be documented and may be accepted as part of the Phase II training.

   Date:_____ Training Coordinator:_____

   Comments:_____

6. **Trainee has a thorough understanding of the evidence submission and return process, including checking items against the RFLE, ensuring that all items are properly sealed and labeled, and ensuring that the chain of custody is preserved.**

Date:_____ Training Coordinator:_____

Comments:_____

7. **Trainee understands the laboratory capabilities and the sequence of examinations.**

Date:_____ Training Coordinator:_____

Comments:_____

8. **Trainee exhibits effective oral and written communication skills and is proficient in communicating with forensic examiners and contacting law enforcement agencies regarding case status, court dates, and requests for known samples. The trainee has accurately completed proper documentation of these communications.**

Date:_____ Training Coordinator:_____

Comments:_____

9. **Trainee has completed question and answer sessions with the training coordinator, as well as other examiners. Performance was satisfactory.**

Date:_____ Training Coordinator:_____

Comments:_____

10. **Trainee has developed knowledge of courtroom procedures involving evidence identification and introduction, as well as general courtroom testimony skills associated with evidence handling, chain of custody and evidence preservation. Performance was satisfactory.**

Date:_____ Training Coordinator:_____

Comments:_____

11. **Trainee has read and understands the Department of Forensic Science Safety Manual, the Department of Forensic Science Training Academy Evidence Handling Guide, the Department of Forensic Science Quality Manual, the Regional Laboratory Operating Procedures (if applicable), and the Forensic Biology Section Procedure Manual – Section I, regarding evidence handling and storage.**

Date:_____ Training Coordinator:_____

Comments:_____

12. Trainee is proficient in accepting/removing evidence into the Forensic Biology Section administrative storage area using F.A.C.E.

Date:_____ Training Coordinator:_____

Comments:_____

13. Trainee is proficient in transferring evidence to other sections and laboratories using F.A.C.E. This includes creation of item descriptions and other primary examiner duties, if appropriate.

Date:_____ Training Coordinator:_____

Comments:_____

14. Trainee is proficient in conducting searches of cases in F.A.C.E. to determine the forensic laboratory number and the examiner assigned to the case.

Date:_____ Training Coordinator:_____

Comments:_____

15. Trainee has an unquestionably sound knowledge of the terminology, capabilities, and procedures associated with F.A.C.E.

Date:_____ Training Coordinator:_____

Comments:_____

Recommended for Qualification_____Date:_____
Training Coordinator

Qualified by:_____Date:_____
Supervisor

2.6 PHASE II GOALS

2.6.1 To develop a thorough understanding of:

2.6.1.1 DNA sample collection procedures, including techniques for visualization of biological stains.

2.6.1.2 DNA sample recovery techniques used for a variety of materials commonly encountered in the laboratory.

2.6.1.3 Preservation, labeling, and storage of recovered DNA samples.

2.6.1.4 Expanded responsibilities for using the laboratory information management system (F.A.C.E.) relating to DNA sample collection.

2.6.1.5 Measures required for proper documentation of DNA sample collection from evidence, including proper electronic and written chain of custody maintenance, materials and techniques used, description of evidence, and, as appropriate, diagrammatic or photographic recording of evidence prior to DNA sample collection.

NOTE: The FLS III will <u>not</u> conduct any analysis of samples to identify the stains prior to or following DNA sample collection.

2.6.2 To expand the previously gained skills of communication with forensic examiners, law enforcement and medical personnel.

2.6.3 To expand the previously gained courtroom testimony skills to include DNA sample collection from evidence.

2.7 PHASE II DNA SAMPLE COLLECTION TASKS

2.7.1 Review the following documents previously read during the Phase I training:

2.7.1.1 Department policy on evidence handling (Department of Forensic Science Quality Manual, Section 20), with special attention to the evidence handling requirements for individuals in other laboratory sections.

2.7.1.2 Department of Forensic Science Training Academy Evidence Handling Guide.

2.7.1.3 Regional Laboratory Operating Procedures (if applicable).

2.7.1.4 Department of Forensic Science Safety Manual.

2.7.1.5 Department of Forensic Science Forensic Biology Section Procedure Manual, Section I.

2.7.2 Read and become familiar with the Forensic Biology Section's Contamination Prevention Guidelines. You will be handling low level DNA samples!

2.7.3 Consult informally with a qualified examiner in the Firearms, Latent Prints, Trace Evidence, Controlled Substances, and Questioned Documents sections to learn any special procedures or requirements that these sections have regarding evidence examinations. Learn to avoid alteration or destruction/loss of evidence for analysis in each of these sections. Review this information with the training coordinator and discuss methods to prevent loss and alteration of evidence prior to and during the tasks that follow.

2.7.4 Discuss with the training coordinator when appropriate communication needs to be made with a Forensic Biology Section examiner or supervisor, other section examiners, or investigators in order to coordinate and clarify examinations or prioritize examinations when DNA sample collection may preclude or destroy another form of evidence on an item.

NOTES: **The following tasks will be conducted in a sequential manner, such that the trainee first observes, then conducts DNA sample collection from evidence under the DIRECT SUPERVISION of an examiner. The sample collection should be conducted in an increasingly independent manner so that the trainee gains confidence as his/her knowledge of procedures grows while the examiner is observing. For those cases in the Administrative backlog, the tasks can be conducted under the DIRECT SUPERVISION of an examiner while the evidence is in the FLS' custody. For those cases already assigned to an examiner, the tasks will be conducted while the evidence is in the custody of that examiner. Any case notes generated will be initialed by both the FLS trainee and the supervising examiner, with the examiner having responsibility for ensuring that the notes are accurate and complete.**

To ensure that it is clear that the notes and sample collection was performed during training under the supervision of an examiner versus once the FLS III is qualified and no longer needs direct supervision, the notes prepared during training should contain a statement, such as "notes/sample collection was prepared/preformed under NAME OF THE EXAMINER supervision".

There are four general categories of evidence materials listed below in which the FLS III can be trained. Training in a specific category of evidence will depend on the needs of the laboratory. The training may include only one category, multiple categories or all four. The training coordinator will identify and utilize actual evidence arriving at the laboratory. For more rarely encountered types of evidence, mock materials may be utilized in place of real evidence to provide the experience and to expedite the training. The use of mock evidence should be an exception to the always preferred use of real evidence.

2.7.5 Observe the examination and DNA sample collection from several different items in each category that require different collection techniques and approaches. Then, under **DIRECT SUPERVISION**, examine <u>at least 5 different items of evidence within the specific evidence training category that require different collection techniques and approaches.</u> Take precautions to prevent loss or contamination of samples. Preserve, package, and label the samples properly. Expedite the transfer of the evidence to the appropriate section using knowledge of prioritizing multiple examinations.

2.7.5.1 Mouth contact items (such as envelopes, stamps, smoking devices, pipes, drink containers, drinking straws)

2.7.5.2 Clothing (such as shirts, underclothes, pants, gloves, masks/face coverings)

2.7.5.3 Touch evidence (such as firearms, cartridges, bullets, weapons, tools, syringes, baggies, miscellaneous objects)

2.7.5.4 Objects used in sexual assaults (such as condoms and inanimate objects used for penetration)

NOTE: **Although the above list of evidence categories is sufficient to teach handling of commonly encountered evidence and to certify the Phase II trainee, other categories of evidence may be included or added to the list during or following the Phase II training as deemed necessary or useful to the laboratory, under the guidance of the Forensic Biology Section Chief and the FLS' supervisor. If the FLS is trained in the collection of DNA from other categories, it is recommended that the training coordinator follow the same approach as that defined above for the four categories. That approach is observation, collection under supervision, then checklist signing under a new entry, and approval as an independent collector of such evidence.**

2.7.6 Learn to document the DNA sample collection process properly using approved methods and in accordance with Department of Forensic Science and Forensic Biology Section procedures by observing other qualified examiners and/or Phase II qualified FLSs. This can take place concurrently with the observation of actual examinations being conducted for the previous task.

2.7.7 Document the DNA sample collection process under **DIRECT SUPERVISION**, using approved methods and in accordance with Department of Forensic Science and Forensic Biology Section procedures. This MUST be done concurrently with the collection of DNA samples being conducted under **DIRECT SUPERVISION** for the four categories of evidence specified above.

2.7.7.1 Learn to diagram and photograph evidence for documentation of condition.

2.7.7.2 Take case notes covering:

2.7.7.2.1 The use of protective material, such as Kimwipes.

2.7.7.2.2 Labeling of evidence, observing when only the container is to be labeled.

2.7.7.2.3 Condition and description of evidence.

2.7.7.2.4 Procedures and materials used to visualize stains.

2.7.7.2.5 Materials, and quantities thereof, used to collect samples.

2.7.7.2.6 Amount of sample left on an item, if any.

2.7.7.2.7 Preservation and packaging of collected samples.

2.8 PHASE II F.A.C.E. TASKS

2.8.1 Learn to conduct F.A.C.E. entry of item descriptions and create sub-items as necessary following the Department of Forensic Science policies and procedures and using the F.A.C.E. protocol.

2.9 PHASE II TRAINING EVALUATION

2.9.1 Evaluation of documentation skills by the training coordinator.

2.9.2 Evaluation of F.A.C.E. entry skills by the training coordinator.

2.9.3 Continuous evaluation of the skill and care used to handle and collect the DNA samples from at least five items evidence within a specific category of evidence outlined in the Phase II tasks. The training coordinator or designee should offer constructive criticism as the collection procedure is ongoing, but should strive to allow increasing independence as more experience is gained to promote the trainee's confidence.

2.9.4 Completion of the checklist by the training coordinator. The original checklist signed and dated by the training coordinator will be forwarded by the supervisor to the Laboratory Director or their designee in accordance with the Department Quality Manual.

PHASE II CHECKLIST FOR DNA SAMPLE COLLECTION

Name of Trainee: _____

1. **Trainee has a thorough understanding of the Department of Forensic Science policies pertaining to DNA sample collection beyond those learned in Phase I, including safety rules, evidence handling, and routing for expedited multi-section cases specific to each section's evidence types. This also includes the Forensic Biology Section's standard operating procedures (and Regional Laboratory Operating Procedures, if applicable) pertaining to collection of DNA samples from evidence outlined in Section I of the Forensic Biology Section Procedure Manual.**

   Date:_____ Training Coordinator:_____

   Comments:_____

2. **Trainee has a thorough, working understanding of the special procedures and requirements of the Forensic Biology Section and the other sections of the laboratory concerning the prevention of loss, destruction, contamination, or alteration of evidence that could be caused by improper or unauthorized collection of DNA samples from the forms of evidence covered by this Phase II training.**

   Date:_____ Training Coordinator:_____

   Comments:_____

3. **Trainee understands and has demonstrated proper communication with Forensic Biology Section examiners and supervisor, other section examiners, and investigators in order to coordinate and clarify examinations or prioritize examinations when DNA sample collection may preclude or destroy another form of evidence on an item.**

   Date:_____ Training Coordinator:_____

   Comments:_____

4. **Trainee has demonstrated accurate and thorough documentation skills for the collection of DNA samples from evidentiary material and is proficient in documentation skills.**

Date:_____ Training Coordinator:_____

Comments:_____

5. **Trainee has mastered the additional F.A.C.E. skills pertaining to DNA sample collection from evidence, creating sub-items and naming items of evidence.**

Date:_____ Training Coordinator:_____

Comments:_____

6. **Trainee has completed question and answer sessions designed to evaluate his/her knowledge pertaining to the Phase II training with the training coordinator as well as other examiners. Courtroom testimony skills have been upgraded to encompass the additional knowledge, skills, and abilities learned. Performance was satisfactory.**

Date:_____ Training Coordinator:_____

Comments:_____

7. **Trainee has an unquestionably sound knowledge of and technique for collection of DNA samples from evidence in one or more of the categories listed in the following table. Trainee has observed at least once, and conducted under supervision at least five times, the proper collection, preservation, packaging, and documentation of DNA sample collection from the types of evidence in the specific category listed below:** (Add additional pages to the table if more experience is necessary in any one category.)

Mouth contact items:

Comments:_____

Recommended for Qualification_____Date:_____
Training Coordinator

Qualified by:_____Date:_____
Supervisor

Clothing:

Comments:_____

Recommended for Qualification_____**Date:**_____
Training Coordinator

Qualified by:_____**Date:**_____
Supervisor

Touch evidence:

Comments:_____

Recommended for Qualification_____**Date:**_____
Training Coordinator

Qualified by:_____**Date:**_____
Supervisor

Objects used in sexual assaults:

Comments:_____

Recommended for Qualification_____**Date:**_____
Training Coordinator

Qualified by:_____**Date:**_____
Supervisor

Phase II – Evidence Category Checklist for DNA Sample Collection

CATEGORY	EVIDENCE TYPE	DATE OBSERVED	DATE DNA COLLECTED	TRAINING COORDINATOR	COMMENTS
1 Mouth contact items		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
2 Clothing (wearer testing)		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
3 Touch evidence		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
4 Objects used in sexual assault		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		

Phase II – Evidence Category Checklist for DNA Sample Collection, Continued

CATEGORY	EVIDENCE TYPE	DATE OBSERVED	DATE DNA COLLECTED	TRAINING COORDINATOR	COMMENTS
Other (Optional)		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
Other (Optional)		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		

2.10 PHASE III GOALS

2.10.1 To develop a thorough understanding of:

2.10.1.1 Sample selection procedures for DNA extraction.

2.10.1.2 Preservation, labeling, and storage of prepared samples for DNA extraction.

2.10.1.3 Measures required for proper documentation of DNA extraction preparation from evidence, including proper electronic and written chain of custody maintenance, materials and techniques used, description of evidence, and, as appropriate, diagrammatic or photographic recording of evidence prior to cutting the evidence sample for DNA extraction.

NOTE: The types of samples the FLS III will prepare for DNA extraction will <u>not</u> require any analysis to identify the biological fluid prior to the extraction process.

2.10.2 To expand the previously gained skills of communication with forensic examiners, law enforcement and medical personnel.

2.10.3 To expand the previously gained courtroom testimony skills to include preparation of the sample for DNA extraction.

2.11 PHASE III DNA SAMPLE PREPARATION TASKS

2.11.1 Review the following documents previously read during the Phase I and II training:

2.11.1.1 Department policy on evidence handling (Department of Forensic Science Quality Manual, Section 20), with special attention to the evidence handling requirements for individuals in other laboratory sections.

2.11.1.2 Department of Forensic Science Training Academy Evidence Handling Guide.

2.11.1.3 Regional Laboratory Operating Procedures (if applicable).

2.11.1.4 Department of Forensic Science Safety Manual.

2.11.1.5 Department of Forensic Science Forensic Biology Section Procedure Manual, Section I.

2.11.2 Read and become familiar with the Forensic Biology Section's Contamination Prevention Guidelines. You will be handling low level DNA samples!

2.11.3 Discuss with the training coordinator when appropriate communication needs to be made with a Forensic Biology Section examiner or supervisor, other section examiners, or investigators in order to coordinate and clarify examinations or prioritize examinations when sampling/selecting the evidence for DNA extraction may consume the evidence and preclude additional testing.

NOTES: **The following tasks will be conducted in a sequential manner, such that the trainee first observes, then conducts sample selection for DNA extraction under the DIRECT SUPERVISION of an examiner. The sample selection should be conducted in an increasingly independent manner so that the trainee gains confidence as his/her knowledge of procedures and experience to determine the size of the sample to use grows while the examiner is observing. For those cases in the Administrative backlog, the tasks can be conducted under the DIRECT SUPERVISION of an examiner while the evidence is in the FLS' custody. For those cases already assigned to an examiner, the tasks will be conducted while the evidence is in the custody of that examiner. Any case notes generated will be initialed by both the FLS trainee and the supervising examiner, with the examiner having responsibility for ensuring that the notes are accurate and complete.**

To ensure that it is clear that the notes and sample collection was performed during training under the supervision of an examiner versus once the FLS III is qualified and no longer needs direct supervision, the notes prepared during training should contain a statement, such as "notes/sample selection/cutting was prepared/preformed under NAME OF THE EXAMINER supervision".

There are five general categories of evidence types listed below in which the FLS III can be trained to collect and then prepare/cut for DNA extraction in order to aid the casework examiners. Training in a specific category of evidence will depend on the needs of the laboratory. The training may include only one category, multiple categories or all five. The training coordinator will identify and utilize actual evidence arriving at the laboratory. For more rarely encountered types of evidence, mock materials may be utilized in place of real evidence to provide the experience and to expedite the training. The use of mock evidence should be an exception to the always preferred use of real evidence.

2.11.4 Observe the selection process and the approximate size of sample utilized/cut for DNA extraction from several different items in each category that require different selection processes and sample size. Then, under **DIRECT SUPERVISION**, select and cut a portion of the sample for DNA extraction from <u>at least 5 different items of evidence within the specific evidence training category listed below.</u> Take precautions to prevent loss or contamination of samples. Preserve, package, and label the samples and tubes properly.

2.11.4.1 Mouth contact items (such as cigarettes/cigars, envelopes, stamps, smoking devices, pipes, drink containers, drinking straws)

2.11.4.2 Clothing (such as shirts, underclothes, pants, gloves, masks/face coverings where sloughed cells may believe to have been deposited due to perspiration)

2.11.4.3 Touch evidence (such as firearms, cartridges, bullets, weapons, tools , syringes, baggies, miscellaneous objects where not visible biological material is present)

2.11.4.4 Objects used in sexual assaults (such as condoms and inanimate objects used for penetration)

2.11.4.5 Known samples (blood, buccal swabs and hair)

NOTE: Although the above list of evidence categories is sufficient to teach sampling/selection of commonly encountered evidence and to certify the Phase III trainee, other categories of evidence may be included or added to the list during or following the Phase III training as deemed necessary or useful to the laboratory, under the guidance of the Forensic Biology Section Chief and the FLS' supervisor. If the FLS III is trained in the sampling/selection of evidence for DNA extraction from other categories, it is recommended that the training coordinator follow the same approach as that defined above for the five categories. That approach is observation, sampling/selection under supervision, then checklist signing under a new entry, and approval as an independent sampler/selector of such evidence for DNA extraction.

2.11.5 Learn to document the DNA sample sampling/selection process properly using approved methods and in accordance with Department of Forensic Science and Forensic Biology Section procedures by observing other qualified examiners.

2.11.6 Document the DNA sample sampling/selection process under **DIRECT SUPERVISION**, using approved methods and in accordance with Department of Forensic Science and Forensic Biology Section procedures. This MUST be done concurrently with the sampling/selection of the samples for DNA extraction under **DIRECT SUPERVISION** for the five categories of evidence specified above.

2.11.6.1 Learn to diagram and photograph evidence for documentation of condition.

2.11.6.2 Take case notes covering:

2.11.6.2.1 The use of protective material, such as Kimwipe

2.11.6.2.2 Labeling of evidence, observing when only the container is to be labeled.

2.11.6.2.3 Condition and description of evidence.

2.11.6.2.4 Procedures and materials used to visualize stains.

2.11.6.2.5 Materials, and quantities thereof, used to collect samples.

2.11.6.2.6 Amount of sample left after a portion has been removed for DNA extraction, if any.

2.11.6.2.7 Preservation, packaging, and storage of samples selected for DNA extraction.

2.12 PHASE III F.A.C.E. TASKS

2.12.1 Learn to conduct F.A.C.E. entry of item descriptions and create sub-items as necessary following the Department of Forensic Science policies and procedures and using the F.A.C.E. protocol.

2.13 PHASE III TRAINING EVALUATION

2.13.1 Evaluation of documentation skills by the training coordinator.

2.13.2 Evaluation of F.A.C.E. entry skills by the training coordinator.

2.13.3 Continuous evaluation of the skill and care used to handle, collect, and sample the evidence for DNA extraction from at least five items evidence within a specific category of evidence outlined in the Phase III tasks. The training coordinator or designee should offer constructive criticism as the sampling/selection procedure is ongoing, but should strive to allow increasing independence as more experience is gained to promote the trainee's confidence.

2.13.4 Completion of the checklist by the training coordinator. The original checklist signed and dated by the training coordinator will be forwarded by the supervisor to the Laboratory Director or their designee in accordance with the Department Quality Manual.

PHASE III CHECKLIST FOR SELECTION AND PROCESSING FOR DNA EXTRACTION

Name of Trainee: _____

1. **Trainee has a thorough understanding of the Department of Forensic Science policies pertaining to DNA sample selection beyond those learned in Phase I and II, including safety rules, evidence handling, and routing for expedited multi-section cases specific to each section's evidence types. This also includes the Forensic Biology Section's standard operating procedures (and Regional Laboratory Operating Procedures, if applicable) pertaining to sampling/selection of evidence for DNA extraction outlined in Section I of the Forensic Biology Section Procedure Manual.**

   Date:_____ Training Coordinator:_____

   Comments:_____

2. **Trainee has a thorough, working understanding of the special procedures and requirements of the Forensic Biology Section and the other sections of the laboratory concerning the prevention of loss, destruction, contamination, or alteration of evidence that could be caused by improper or unauthorized sampling/selection of the evidence for DNA extraction from the forms of evidence covered by this Phase III training.**

   Date:_____ Training Coordinator:_____

   Comments:_____

3. **Trainee understands and has demonstrated proper communication with Forensic Biology Section examiners and supervisor, other section examiners, and investigators in order to coordinate and clarify examinations or prioritize examinations when sampling/selection of evidence for DNA extraction could that consume the evidence and may preclude further testing.**

   Date:_____ Training Coordinator:_____

   Comments:_____

4. **Trainee has demonstrated accurate and thorough documentation skills for the sampling/selection of evidence for DNA extraction and is proficient in documentation skills.**

Date:_____ Training Coordinator:_____

Comments:_____

5. **Trainee has mastered the additional F.A.C.E. skills pertaining to sampling/selection of evidence for DNA extraction, creating sub-items and naming items of evidence, when necessary.**

Date:_____ Training Coordinator:_____

Comments:_____

6. **Trainee has completed question and answer sessions designed to evaluate his/her knowledge pertaining to the Phase III training with the training coordinator as well as other examiners. Courtroom testimony skills have been upgraded to encompass the additional knowledge, skills, and abilities learned. Performance was satisfactory.**

Date:_____ Training Coordinator:_____

Comments:_____

7. **Trainee has an unquestionably sound knowledge of and technique for sampling/selection of evidence for DNA extraction in one or more of the categories listed in the following table. Trainee has observed at least once, and conducted under supervision at least five times, the proper sampling/selection of evidence for extraction, preservation, packaging, and documentation of sample selection from the types of evidence in the specific category listed below:** (Add additional pages to the table if more experience is necessary in any one category.)

Mouth contact items:

Comments:_____

Recommended for Qualification_____Date:_____
Training Coordinator

Qualified by:_____Date:_____
Supervisor

Clothing:

Comments:_____

Recommended for Qualification_____**Date:**_____
Training Coordinator

Qualified by:_____**Date:**_____
Supervisor

Touch evidence:

Comments:_____

Recommended for Qualification_____**Date:**_____
Training Coordinator

Qualified by:_____**Date:**_____
Supervisor

Objects used in sexual assaults:

Comments:_____

Recommended for Qualification_____**Date:**_____
Training Coordinator

Qualified by:_____**Date:**_____
Supervisor

Known samples:

Date:_____ Training Coordinator:_____

Comments:_____

Recommended for Qualification_____**Date:**_____
Training Coordinator

Qualified by:_____**Date:**_____
Supervisor

Phase III – Evidence Selection and Processing For DNA Extraction Category Checklist

CATEGORY	EVIDENCE TYPE	DATE OBSERVED	DATE EVIDENCE SAMPLED/SELECTED	TRAINING COORDINATOR	COMMENTS
1 Mouth contact items		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
2 Clothing (wearer testing)		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
3 Touch evidence		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
4 Objects used in sexual assaults		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
5 Known samples		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		

Phase III – Evidence Selection and Processing For DNA Extraction Category Checklist, Continued

CATEGORY	EVIDENCE TYPE	DATE OBSERVED	DATE EVIDENCE SAMPLED/SELECTED	TRAINING COORDINATOR	COMMENTS
Other (Optional)		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
Other (Optional)		/ /			
		/ /			
		/ /			
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		

♦**END**